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INSTRUCTION SHEET

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Destroy HHB  dated 24 August 1976.

This handbook incorporates recent amendments in procedures, changes in titles, and minor editorial changes concerning the Central Emergency and Locator System. The handbook has been revised and revalidated with a current date.

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FOREWORD

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Rescission: HHB  dated 24 August 1976

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This handbook sets forth the procedures and responsibilities for maintain<sup>ing</sup> the Central Emergency and Locator System.

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PERSONNEL

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- b. NAME (Last-First-Middle)  
/L/
- c. AFFILIATION CODE
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- e. SPECIAL REFERENCE ITEMS 1, 2, and 3
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- h. TITLE (Used with Name)
- i. OFFICE ~~OF~~ DIVISION  
/OR/
- j. OFFICE ROOM NUMBER
- k. BUILDING
- l. NOT USED
- m. OFFICE LOCATION QUALIFIER
- n. LIMITATION CATEGORIES
- o. REGISTRY OR OFFICE MAILING ADDRESS
- p. OFFICE TELEPHONE EXTENSIONS
- q. HOME TELEPHONE NUMBER\$
- r. HOME ADDRESS (Home Leave Address if Assigned  
PCS Abroad)
- s. APARTMENT NUMBER
- t. ZIP CODE
- u. EXTERNAL OR NON-AGENCY OFFICE ADDRESS
- v. EXTERNAL OR NON-AGENCY OFFICE TELEPHONE NUMBERS

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w. OVERSEAS MAILING ADDRESS (U.S. Mailing Address

If Different From Home Address)  
/i/

x. NAME OF EMERGENCY DESIGNEE

y. RELATION

z. DESIGNEE'S YEAR OF BIRTH (Optional)  
/ / / /

aa. DESIGNEE WITTING OF AGENCY EMPLOY (Individual's)

bb. NOTIFICATION RESTRICTION ON RECORD

cc. DESIGNEE HOME TELEPHONE NUMBER

dd. DESIGNEE BUSINESS TELEPHONE NUMBER

ee. DESIGNEE'S HOME ADDRESS

ff. DESIGNEE'S BUSINESS ADDRESS


Figure No.

1. HEADQUARTERS AREA ASSIGNEE

2. 

3. FOREIGN FIELD ASSIGNEE

4. DETAIL TO ANOTHER GOVERNMENT AGENCY

5. PS  DONYM NAME-OF-RECORD  
/EU/

6. ALIAS RECORD(S)

7. EXTENDED EXTERNAL TRAINING

8. LWOP OVERSEAS TO ACCOMPANY SPOUSE

9. AFFILIATES, ASSOCIATES & U.S. GOVERNMENT ASSIGNEES

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PERSONNEL

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1. PURPOSE

This handbook prescribes procedures and requirements for maintaining centralized emergency and locator record system / a / for Agency personnel in accordance with policies set forth

in HR ☐ (AIUO)

2. GENERAL

a. FUNCTION AND APPLICATION

(1) The function of the Central Emergency & Locator System (CEMLOC) is to: /and/

(a) Provide accurate and current information needed to locate, contact, or address personnel at work or at home.

(b) Ensure rapid communication of pertinent central locator information changes to the Telephone Facilities Branch, the Mail and Courier Branch, ~~and~~ the Agency's Security Duty Office, the Office of Current Operations, the Central Cover Staff, and the Office of Personnel.

(c) Identify and locate the person to be contacted in the event of an employee's illness, injury, or other emergency.

(d) Furnish controlled information for the preparation of key listings.

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(e) Provide the Office of Finance with address information required for completion of Form W-2, Wage and Tax Statement, and other related payroll and tax forms.

(2) A record will be maintained in CEMLOC for all staff employees; staff agents; contract employees (Types C, I, and E); civilian and military detailees; summer-only employees, associates and affiliates;  /,/ appointed consultants; selected overt independent contractors; CIARDS annuitants; and separated personnel. Other categories of personnel may be included under procedures approved by the Director of Personnel.

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b. APPLICABLE FORMS

(1) Form 642, Central Emergency and Locator Record, will be maintained as the component reference record for the types of personnel noted above. It also will be used to report to the Office of Personnel information changes needed to update the computer based CEMLOC master record.

(2) Form ~~642~~, Personal Verification Report - Central Emergency & Locator System, will be issued periodically to enable employees to verify the accuracy of information recorded for them in CEMLOC with instructions for reporting changes through their component locator desk.

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c. LIMITATION CATEGORIES

(1) Each individual recorded in CEMLOC will be placed in one of the limitation categories described below, depending on assignment or cover status. Limitation categories determine the security controls to be exercised over release of information pertaining to an individual in response to internal or external inquiries (e.g., credit ~~inquiries~~,  
/inquiries/  
employment verification, and other information requests).

Category 1

→ Locator information for personnel in the headquarters area is recorded in the Agency's central telephone and mail facilities for all inquiries (see paragraph c(2)(a) below).

Category 2

Not used.

Category 3

Locator information for personnel in the headquarters area is recorded in the Agency's central telephone and mail facilities for INTERNAL AGENCY RELEASE ONLY (see paragraph c(2)(b) below).

Category 4

→ Locator information is not available to Agency telephone operators or mail facilities (see paragraph c(2)(c) below).

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Category 5

Locator information is listed in the Agency's central telephone and mail facilities for INTERNAL AGENCY RELEASE ONLY or REFERRAL OF CALLS TO A SPECIFIC CONTROL POINT (see paragraph c(2)(d) below).

Category 6

(Summer-only employees.) Controls are identical to category 1.

Category 7

(CIARDS Annuitants.) Locator information consists of the correspondence address only and is restricted to Retirement Affairs Division, Office of Personnel; the Director of Personnel; and the Compensation and Tax Division, Office of Finance.

Category 0

(Personnel assigned PCS overseas.) Locator information is not available to Agency telephone operators or mail facilities (see paragraph c(2)(g) below).

Category X

(Individuals whose Agency records are in pseudonym.) **ITALS**  
Locator information ~~is~~ restricted to the Headquarters administrative control point responsible <sup>/is/</sup> for the individual <sup>/h/</sup> (see paragraph c(2)(h) below).

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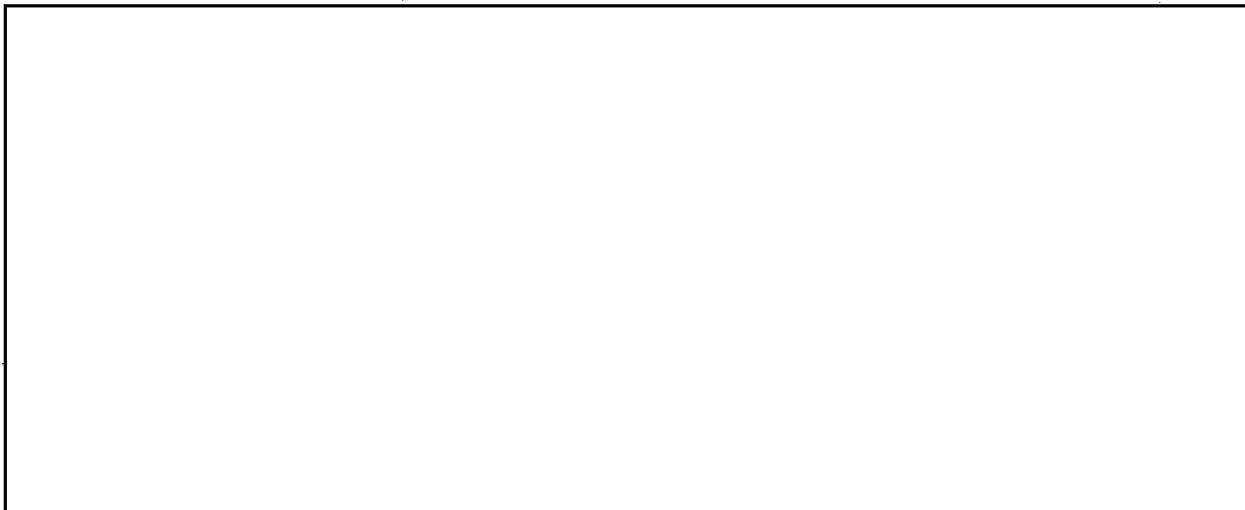
ITALS.

Locator information for personnel in all categories  
is recorded in master locator files in the Office of Personnel,  
→ the Office of Security, and the Office of Current Operations  
for AUTHORIZED EMERGENCY USE.

(2) The placement of personnel in the limitation categories cited above will be governed as follows:

(a) Overt personnel in the headquarters area and

normally are placed in category 1.



(d) Overt employees carried in category 1 will be placed in category 5 when special circumstances, usually of a temporary nature, warrant restrictions on the release of information or the referral of requests to a specific control point within the Agency. Such circumstances may, for example,

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include publicity involvement, litigation, crank calls, and special assignments. The placement of personnel in category 5 will be made only by the Office of Security or the Central Cover Staff which in turn will transmit details of releasable information and ~~applicable~~ restrictions to all Agency elements concerned. /applicable/

(e) Summer-only employees will be placed in category 6.

(f) CIARDS annuitants will be placed in category 7.

(g) Personnel assigned PCS overseas (except those under nonofficial cover) will be placed in category O.

(h) Individuals whose Agency records are in pseudonym will be placed in category X (see paragraph 4b(8) and figure 5). (C)

### 3. RESPONSIBILITIES

#### a. OPERATING OFFICIALS

Each Operating Official will ensure that Form 642 is maintained for personnel under his jurisdiction.  
/ or her /

#### b. ADMINISTRATIVE AND PERSONNEL OFFICERS

Administrative and personnel officers responsible for maintaining a component's CEMLOC record will:

(1) Prepare Form 642 for each individual entering on duty and forward the form promptly to the Locator Control Officer, Transactions and Records Branch, Office of Personnel.

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(2) Maintain a file of computer produced form sets received from the Office of Personnel.

(3) Promptly enter changes in recorded information on Form 642 and forward to the Locator Control Officer.

(4) Ensure that ~~each individual knows his~~ assigned /all individuals know their/ limitation category and the controls involved.

c. OFFICE OF DATA PROCESSING

The Office of Data Processing will:

(1) Maintain the CEMLOC master computer record for the Office of Personnel.

(2) Process information changes received from the Office of Personnel.

(3) Provide computer produced material to the Office of Personnel.

d. OFFICE OF PERSONNEL

The Office of Personnel will:

(1) Process all CEMLOC information changes received on Form 642.

(2) Ensure controlled distribution of information produced from the central computer system.

(3) Monitor the accuracy of the CEMLOC master record, informing Operating Officials of problems concerning their personnel that need correcting.

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e. CENTRAL COVER STAFF

The Central Cover Staff will instruct components, through cover action forms, to change an employee's limitation category number when cover is established or cancelled and will help the Office of Personnel to monitor the accuracy of the CEMLOC master record on cover matters.

f. EMPLOYEES

Employees will report all required locator information changes to their administrative or personnel officer immediately and will verify information submitted to them periodically for review on Form 642V. (C)

4. PROCEDURES

a. GENERAL

(1) Form 642 has an upper and lower portion; the upper portion contains items filled in by the computer and is marked 'FOR MACHINE USE ONLY,' and the lower portion contains matching items for reporting changes. Information should never be written into or erased from the upper portion of the form. In addition, only those items involving a change or addition to the master record should be completed in the lower portion of the form; the unaffected items are to be left blank. If an item is to be deleted, cross out (X) that item in the lower portion of the form.

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(2) Form 642 is processed through the computer as a two-part set. Part two provides ~~components~~ with a temporary suspense record when the original or first part is sent to the Locator Control Officer to adjust the CEMLOC master record. The suspense copy should be destroyed upon receipt of a new computer updated two-part set.

(3) To assist the Locator Control Officer in processing changes, explanatory notations should be made in the "Remarks" section at the bottom of the form; e.g., New Employee, Reemployment EOD, Separated, CSC Retiree, CIARDS Retiree, PCS Overseas Assignment, LWOP for 60 days.

(4) If a component's set of Form 642 is lost or destroyed, the Locator Control Officer should be notified immediately by speed letter noting the employee's name and social security number. A computer produced duplicate set will be furnished to the requesting component as quickly as possible.

b. SPECIFIC APPLICATIONS

(1) Entrance-On-Duty or Addition of Record

(a) All ~~applicable~~ items must be completed on the lower half of Form 642 for each individual entering on duty and the original part sent to the Locator Control Officer for

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processing as a new record with the notation ''New Employee'' printed in the ''Remarks'' section of the form. The initial computer produced two-part set will be returned to the submitting office. An initial Form 642 must contain the following items (see paragraph 5) to be accepted by the CEMLOC system:

Social Security Number	Building
Name	Office Location <del>Qualifier</del> /Qualifier/
Affiliation Code	Limitation Category Number
Headquarters Code	Registry or Office Mailing Address
Control Point	Blackline #1
Office or Division	

The remaining items must be completed as required (see figures 1 thru 9) For personnel entering on duty in the Temporary Assignment Section (TAS) of the Office of Personnel who will remain in TAS for seven days or more, pending reassignment to a regular position, TAS will submit the initial Form 642 and later transfer the computer produced form to the employee's regular office of assignment will be responsible /. An employee's regular office assignment / for initiating a Form 642 if the employee has remained in TAS for six days or less.

(b) For personnel entering on duty who were previously employed by the Agency within the past three years, the notation ''REEMPLOYMENT EOD'' should be printed in the ''Remarks'' section of Form 642.

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(2) Reassignment

(a) Form 642 must be transferred from the losing component to the gaining component as soon as possible after an employee is reassigned. Gaining components are responsible for reporting changes to the CEMLOC master record that result from the reassignment and should be alert to receiving the two-part set from the losing component.

(b) Reassignment can subject every item in the CEMLOC master record to change. Reassignment within the headquarters area alone will affect key items on lines A, B, and C of Form 642. Reassignment to the field will create more extensive record changes:

(1) For assignment

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(a) Change office locator information on lines A, B, and C to reflect the headquarters area administrative control point responsible for the individual.

(b) Adjust the home address and telephone number if needed.

(c) Fill in the "External or Non-Agency Office Address" item and telephone information on lines E and F, subject to the provisions of paragraph 5u, to reflect the

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(2) For assignment

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(a) Change office locator information on lines A, B, and C to show the headquarters area administrative control point responsible for the individual.

(b) Revised line D to show the HOME LEAVE point, as applicable.

(c) Complete line F to show the OVERSEAS MAILING ADDRESS.

(d) Ensure that the individual considers emergency designee information in terms of the overseas assignment (the Agency prefers that designees reside in the continental U.S.).

(3) Change in Affiliation

Affiliation, the nature of an individual's relationship to the Agency, is one of the factors that determine the content of the CEMLOC master record (see paragraph 5c). For example, when a staff employee converts to staff agent status, the CEMLOC master record must be changed to show that the employee has separated from the Agency (affiliation code D21), and a new master record established in pseudonym in accordance with the procedures prescribed in paragraph 4b(8) below (affiliation code A20). Only the pseudonym record will be shown in the CEMLOC listings of active personnel. In another instance, the record of a staff employee converting to contract status may require only that the affiliation code

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be changed from A10 to B12. For Associates, Affiliates,  
/1/  
and U.S. Government Assignees to Agency Installations,  
(affiliation codes A60 and G13 through G22), lines E through  
I of Form 642 are completed to reflect parent agency  
referral information rather than the type of information  
normally recorded for an Agency employee (see figure 9).

(4) Separation

(a) A CEMLOC master record is maintained for each  
separated employee under affiliation code D11 or D21. For  
individuals under affiliation code D11, the master record  
will be maintained until there is no further obligation  
or interest. For individuals under affiliation code D21,  
the master record will be removed from the active computer  
based CEMLOC file after three years. Most separated employees  
fall under the affiliation code D21.

(b) When an employee separates from the Agency,  
the responsible component will change the information on  
lines B and C of Form 642 to reflect the office location and  
extension of the headquarters area administrative control  
point responsible for the individual at the time of  
separation and furnish the employee ~~the~~ Form 642 to hand-  
carry to the Personal Affairs Branch, Office of Personnel  
(OP/PAB), for exit processing on his or her last working day.  
If this is impractical for valid reason (for example,

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separation in the field), the office of assignment will forward the employee's Form 642 to OP/PAB prior to the employee's last working day with lines B and C completed as noted above and with an explanatory notation. OP/PAB will work with the responsible component to record in the appropriate sections of the form the most effective long range address available for the separated employee, note SEPARATED in the "Remarks" section, and forward the original (the reporting copy) to the Locator Control Officer.

(c) The CEMLOC master record for CIARDS annuitants will be maintained by the Retirement Affairs Division of the Office of Personnel (OP/RAD) through continuing correspondence with annuitants. Control of CIARDS annuitant locator information is the responsibility of OP/RAD.

→ (d) When CIARDS annuitants are rehired, or their survivors hired, by the Agency as staff or contract employees, the office of assignment will be responsible for submitting and/or maintaining the individual's Form 642. OP/RAD, however, will provide for the inclusion of a correspondence code (G, D, or S) in special reference field #1 and the hospitalization code (422, 511, etc.) in special reference field #2, through the Locator Control Officer. Tagging of CIARDS annuitant and survivor ~~records~~ in this manner is essential to keeping such personnel advised of changes in their entitlements, etc.

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(5) Extended External Training Status

When an individual is enrolled in an external training course for 60 days or more, Form 642 should be adjusted to reflect the training status as shown in figure 7. Locator records amended in this manner provide essential information needed by the Agency's key information control points during emergencies.

(6) Leave Without Pay (LWOP)

(a) When an employee is placed in ~~a~~ LWOP status,   
 /an/  
the office of assignment should continue to maintain Form 642 and the central locator record as it would for an active employee. If the LWOP period is to exceed 90 days, however, consideration should be given to changing the items on lines B and C of Form 642 to reflect office locator information for the administrative control point if different from employee's normal work location. For extended LWOP periods, the term "LWOP" should be ~~recorded~~ in the "SPCL REF 1"   
 /recorded/  
(Special Reference) item on line A along with the changes on   
 → lines B and C to help qualify records used by the Office of   
 → Current Operations or Security Duty Office in contacting or   
 / the /  
locating Agency personnel.

(b) When staff personnel are placed in LWOP status to accompany their (employee) spouse on a PCS overseas assignment, Form 642 must be completed as shown

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in the example in figure 8 to ensure protection of the spouse's cover status. In addition to special requirements for recording office locator information and the recording of special reference codes in the Special Reference items, the procedure requires retention and printing of the last U.S. mailing address on the individual's Form W-2, Wage and Tax Statement, at the end of the calendar year and special handling of the forms by the Office of Finance and the Agency component concerned.

(7) Detail to Another Government Agency

When an employee is detailed to another Government agency, the CEMLOC master record must be adjusted by making the following entries on Form 642 as shown in figure 4:

(a) Complete the "'SPCL REF 1'" item on line A by entering the acronym "'DAGA,'" which is the code abbreviation for "'detailed to another Government agency.'"

(b) Complete the office locator and telephone information on lines B and C to show the headquarters area administrative control point responsible for the individual.

(c) Complete lines E and F to show the name of the agency to which the employee was detailed, the room number, building, ~~IDS code~~, telephone extension, and public telephone number, as applicable.

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a. SOCIAL SECURITY NUMBER

The "Social Security Number" recorded on line A of Form 642 is the unique number used to identify a person in the CEMLOC master record. It will be used for each record to provide a matching number for interaction with other records maintained by the Office of Personnel and with wage and tax records maintained by the Office of Finance. Exceptions are:

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b. NAME (Last-First-Middle)

A true name recorded in the 'Name' item on line A of Form 642 must be the same name that appears on the individual's paycheck or personnel action. Names may not exceed 24 characters in length.

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Office.

c. AFFILIATION CODE

The 'Affiliation' item on line A of Form 642 is used to record the affiliation code, which defines the nature of an individual's relationship to the Agency. Affiliation codes currently used in CEMLOC are as follows:

A10 Staff Employees

Agency employees appointed in true name to serve in an employment relationship that entitles them to the normal benefits provided by law or regulations.

A20 Staff Agents

Agency employees appointed in pseudonym because of security reasons to serve under cover in an employment relationship that entitles them to the normal benefits provided by law or regulations.

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A30 Civilian Detailees

Civilian employees of other U.S. Government agencies whose services are acquired on detail to perform particular duties in the Agency but who continue to receive the benefits to which they are entitled as members of their parent organizations.

A40 Military Detailees

Personnel on active duty with the Armed Forces of the United States whose services are acquired on detail to perform particular duties in the Agency or to serve in a capacity requiring military status. They retain all entitlements for their military grade with their parent services.

A51 Summer-Only Employees

Sons, daughters, and wards of appointed Agency employees not under cover who are appointed for temporary summer employment.

A60 Associates and Affiliates

Employees of other U.S. Government agencies performing tasks for their parent organizations but assigned to the Agency for certain administrative purposes.

B11 Type C (Career Associates) Contract Employees

Contract employees who perform duties, on a career

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basis, usually of a clandestine and operational nature. To qualify for career associate status, United States citizens are required to demonstrate their operational value to the Agency for not less than three years; foreign nationals for not less than five years. When it is necessary for a career associate to have staff-type access to an Agency installation or classified information, he or she must meet the same security approval criteria as a staff employee.

B12 Type I (Internal) Contract Employees

Contract employees, engaged for a specific period of time, who usually work inside Agency installations. They are required to meet the same security approval criteria as staff employees, but are permitted only such access to classified information as authorized in their security approval and as required in the performance of their duties.

B13 Type E (External) Contract Employees

Contract employees, engaged for a specific period of time, who usually work outside Agency installations. They are not required to meet the same security approval criteria as staff employees and are not permitted the same access to Agency installations as staff employees or Type I contract employees. They are permitted only such access to classified information as authorized in their security approval and as required in the performance of their duties.

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B22 Consultants Appointed

Individuals with special skills, experience, or knowledge appointed to serve in an advisory capacity for a period not to exceed one year.

D11 Separated Personnel Affiliated With the Agency

Separated personnel who are no longer employed or associated in a work status with the Agency but to whom the Agency has outstanding or continuing obligations or interest (for example, CIARDS annuitants) or who still have outstanding obligations to the Agency.

D21 Separated Personnel No Longer Affiliated With the Agency

Separated personnel for whom the Agency no longer has an obligation or reason to remain in contact beyond the provision of a Form W-2, Wage and Tax Statement, at the end of the tax year.

E11 Overt Independent Contractors

Persons engaged by contract to perform tasks for components outside the DDO, such as economic, political, scientific, historical, research and analysis, or linguistic services, or services in support of medical, training, security, or personnel activities.

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G13 Maintenance and Building Management

Civilians (usually GSA personnel) who are assigned to Agency installations to perform construction, alterations, renovations, repair and maintenance work; or to supervise and manage such services.

G15 U.S. Government Civilian Assignees on Interagency Committees, Boards, or Projects

Civilian employees of other U.S. Government agencies, assigned by their parent organizations to interagency intelligence boards, committees, or projects, who are furnished office space or who are badged because of continuing contact with Agency personnel. Communications specialists and couriers who are furnished office space or who are badged because of continuing contact with Agency personnel.

G22 Military Representatives on Interagency Committees, Boards, or Projects

Military personnel on active duty assigned by their parent organizations to interagency intelligence committees, boards, or projects, who are furnished office space and certain logistical support because of the necessity for continuing liaison with Agency personnel.

d. HEADQUARTERS CODE

The "'Hqs Code'" on line A of Form 642 is used to record an indicator used in CEMLOC and other central personnel record systems to differentiate an individual's place of assignment as follows:

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In CEMLOC, the headquarters code is one of the factors that determines the make up of a person's master record.

e. SPECIAL REFERENCE ITEMS 1, 2, and 3

The 'SPCL REF' (Special Reference) items on line A on Form 642 are used to record approved four-character (usually self-interpretive) codes that qualify or flag the CEMLOC record in some useful way. Use of these items is selective and not all CEMLOC records require such an entry.

Examples are:

<u>SPCL REF 1</u>	<u>SPCL REF 2</u>	<u>SPCL REF 3</u>	<u>Interpretation</u>
EXTG			External training in
excess of 60 days.			
DAGA			Detailed to another
government agency.			
C123			C + 3-digit numbers
denotes individual is a CEMLOC control point.			
LWOP			LWOP status in excess
of 90 days.			
	CCR		Computer printed
Form 642 which represents a centrally corrected record (no			
action by component).			
ALIA			Alias record.

"Interpretation" text should fall under column

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New special reference codes must be approved by the Office of Personnel. Care should be taken not only in their use but in deleting a code when it is no longer applicable. Special reference codes can be used for the selection of records through terminal query or report listings.

f. CONTROL POINT

The "Control Point" on line A of Form 642 is used to record a unique three-character numeric code designed to assign an individual's CEMLOC master record (and Form 642) to a specific control point or person responsible for maintaining locator records for a component or selected group of personnel. It is a mandatory item. Each code will represent one control point only and can be associated with a component organization through the "Control Point Dictionary" maintained in the computer. The code will be used in the distribution of updated Forms 642 and report listings. Control point code numbers will be issued by the Locator Control Officer.

g. INFORMATION DATE

The "Information Date" on line A of Form 642 is used to record the date of the latest change made in the CEMLOC master record for the individual. The date will be centrally and automatically recorded as part of the update procedure and will be input as a numeric year, month, and day; for example, 791218.

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h. TITLE (Used with Name)

The ''Title Used W/Name'' on line A of Form 642 is used to record the title used to address the individual in normal activities such as business letters or in an introduction. The ''Title'' section should be completed for all individuals listed in the CEMLOC master except individuals recorded in pseudonym. Title entries will be abbreviated according to standard practice such as Mr., Mrs., Miss, Dr., Prof., Gen., Capt.

Standard titles and abbreviations are listed below. Abbreviations for unusual titles are available from the Locator Control Officer.

Civilian Titles

AMB	Ambassador	MISS	Miss
DEAN	Dean	MRS	''Missus''
DR	Doctor	MR	Mister
INSP	Inspector	MS	''Miz''
JUDGE	Judge	N/T	No Title Available
JUSTICE	Justice	PROF	Professor

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Military Titles

ADM	Admiral
AB	Airman Basic
AG	Adjutant General
A1C	Airman First Class
AMN	Airman
BRIG GEN	<del>Brigadier</del> General /Brigadier/
CAPT	Captain
CDR	Commander
CHIEF	Chief
COL	Colonel
COMDT	Commandant
CPL	Corporal
CPO	Chief Petty Officer
CWO 4	Chief Warrant Officer
CWO 3	
CWO 2	
CWO 1	Warrant Officer
ENS	Ensign
FADM	Fleet Admiral
1ST LT	First Lieutenant
GEN	General
LCPL	Lance Corporal
LT	Lieutenant
LT COL	Lieutenant Colonel
LCDR	Lieutenant Commander

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LT GEN	Lieutenant General
LT (jg)	Lieutenant (Junior Grade)
MAJ	Major
MAJ GEN	Major General
MSGT	Master Sergeant
PFC	Private First Class
PO	Petty Officer
PVT	Private PV2, Private E2 Private PV1, Private E1
RADM	Rear Admiral
SEAMAN	Seaman
S1C	Seaman First Class
SFC	Sergeant First Class
SGT	Sergeant
2ND LT	Second Lieutenant
SGT MAJ	Sergeant Major
SP 4	Specialist Four, etc.
SP 5	
SP 6	
SSGT	Staff Sergeant
T2G	Technician Second Grade
TSGT	Technical Sergeant
VADM	Vice Admiral

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i. OFFICE OR DIVISION

The "'Office/Division'" on line B of Form 642 is used to record the organizational abbreviation of the office or division responsible for maintaining the CEMLOC master record for the individual. Abbreviations will conform with the Agency standard abbreviations used with the Official Staffing System.

j. OFFICE ROOM NUMBER

The "'Office Room Number'" on line B of Form 642 is used to record the number of the room in which the individual has his or her desk or regular work space. It should not be confused with an individual's "'Registry or Office Mailing Address,'" a separate section on line B. (Occasionally, the /A/ office room number and registry address are the same.)

For personnel who do not occupy a regular work space in a headquarters area building, the room number recorded must be the work location of the headquarters administrative or personnel officer responsible for the individual (the administrative control point to which matters concerning the individual should be directed). When a room number represents an administrative control point, the code "'C'" must be recorded in the "'Office Location Qualifier'" section on line B (see paragraph 5m below).

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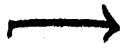
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P&PD BLDG      Printing & Photography Division

PENTAGON      The Pentagon

SOUTH      South Building

TREASURY      Treasury Building

WH HOUSE      White House

1.      Not Used.

m.      OFFICE LOCATION QUALIFIER

The "'Office Location Qualifier"' on line B of Form 642 will be used to qualify the items "'Office Room Number," "'Building," "'Registry or Office Mailing Address," and "'Office Telephone Extensions"' as follows:  
/A/

W = The items represent the actual work ~~location~~ /location/ or area of the individual.

C = The items represent the location of the headquarters administrative control point responsible for handling matters relating to the individual.

n.      LIMITATION CATEGORIES

See paragraph 2c.

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o. REGISTRY OR OFFICE MAILING ADDRESS

The "Registry or Office Mailing Address" on line B of Form 642 is used to record the room number and building of the headquarters component registry or mail room to which official mail is delivered for the individual. In most instances, this address is different from the "Office Room Number" and "Building" sections recorded as the individual's place of work or physical location. For example, mail for an individual located in GD5307 Headquarters Building may be delivered to the component mail room at 2E23 Headquarters Building. If the "Office Location Qualifier" is coded "C," the registry or office mailing address should be the registry address of the ~~individual~~ administrative or personnel officer responsible for the individual.  
/headquarters/

p. OFFICE TELEPHONE EXTENSIONS

→ The "Black #1" section on line C of Form 642 is used to record the individual's primary 4-digit headquarters area Agency telephone extension. The extension listed in this section and other sections for telephone numbers on line C should conform to the "Office Location Qualifier" code. The "Black #1" section may also be used for recording another Government agency telephone number of up to 8-digits for an Agency employee assigned to work in another  
→

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→ agency, if it is appropriate that the individual's name and number be listed with the Agency's information operators.

The office telephone information for Agency personnel working in other Government agencies should also be listed on line F of Form 642 in the "'External or Non-Agency Office Telephone Numbers'" section.

→ "'The Black #2'" section on line C is used to record the secondary Agency extension assigned to an individual. If the secondary extension is a rotary extension of "'Black #1,'" it may be left blank. If it is not a rotary, it should always be filled in.

"'The Red #1'" section on line C is used to record the individual's primary 4-digit Headquarters Building red line extension.

"'The Red #2'" section on line C is used to record the individual's secondary red line extension.

"'The Green #1'" section on line C is used to record the individual's green line or KY3 extension.

"'The Gray #2'" section on line C is used to record the individual's secondary gray line extension.

Q. HOME TELEPHONE NUMBER

(1) The "'Home Telephone Number'" item on line C of Form 642 is used to record the telephone number of the individual's "'Home Address'" (line D).

"'The Gray #1'" section on line C is used to record the individual's primary gray line extension.

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Telephone numbers recorded for the Washington metropolitan exchange area will consist of the regular 7-digit number. Examples:

435-4321

385-1234

Telephone numbers for locations outside the Washington metropolitan exchange area will consist of the area code and the number. Examples:

703/491-1234

215/202-9876

only

The AREA CODE must be recorded for nearby areas if use of the AREA CODE is necessary to dial the home telephone number from the Headquarters Building (see the first 10 pages of public telephone directory).

*Italic*

(2) Unlisted telephone numbers recorded in CEMLOC must be given the same protection provided by the telephone company except that such numbers may be used for official contact purposes. Unlisted numbers should be suffixed with the code 'UL' as follows:

938-9966 UL

r. HOME ADDRESS (Home Leave Address if Assigned PCS Abroad)

The 'Home Address' section on line D of Form 642 is used to record the individual's street number, street name, city or town, and state. The 'Apt. No.' and 'ZIP Code' sections

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on line D are related but separate items. For rural delivery addresses, the RFD number and box, as applicable, can be substituted for street number and name. Special considerations concerning ''Home Address'' are as follows:

(1) When an individual is assigned PCS abroad (Hqs. code 3), the ''Home Address'' will be ~~changed as necessary to show the employee's ''Home Address''~~ will be changed as necessary to show the employee's ''Home Leave Address'' in the United States as specified in HR

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(2) P.O. Box addresses do not provide the Office of Security with adequate place of residence information to fulfill its responsibilities under HR  Reporting Unforeseen Absences. When an employee  has a regularly used mailing address different from his place of residence, the place of residence should be recorded under ''Home Address'' and the mailing address recorded on line F in the item titled ''U.S. Mailing Address if Different from Home Address.'' (Note: This does not apply to personnel in rural delivery areas where there are no street numbers.) Home address and mailing address will both appear on locator listings periodically furnished to components.

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s. APARTMENT NUMBER

The "'Apt. No.'" item on line D of Form 642 is used to record the apartment number applicable to the "'Home Address.'"

t. ZIP CODE

The "'ZIP Code'" item on line D of Form 642 is used to record the 5-digit area code used by the U.S. Postal Service in delivering mail. Completion of the "'ZIP Code'" item is mandatory whenever home address information is recorded in the CEMLOC master record. If, however, an individual

25X1  has a mailing address different from his home address, then the "'ZIP Code'" must relate to the mailing address shown on line F of Form 642 rather than the home address. For personnel assigned PCS overseas, the "'ZIP Code'" must be recorded as part of the "'Overseas Mailing Address'" recorded on line F and the "'ZIP Code'" item filled in to show the "'ZIP Code'" for the "' Home Leave Address'" recorded on line D. For annuitants with foreign addresses, the foreign ZIP code should be recorded whenever possible. In some countries, the code is a 7-digit alphanumeric code (e.g., 77A894Z001).

u. EXTERNAL OR NON-AGENCY OFFICE ADDRESS

The "'External or non-Agency Office Address'" item on line E of Form 642 is used to record

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For Agency personnel detailed to another agency or department, record the office address of the other agency.

For personnel of another agency detailed to CIA, record the address of their headquarters area administrative control point in the parent agency office.

For consultants, record the consultant's own office address outside Agency facilities.

For Agency personnel on extended external training, record the address of the training facility (see figure 7).

v. EXTERNAL OR NON-AGENCY OFFICE TELEPHONE NUMBERS

(1) Interdepartmental Dial System Code

→ The ''IDS Code'' item on line F of Form 642 is no longer used. It will be deleted from Forms 642 and 642V  
→ on the next printing.

(2) External or Non-Agency Extension

The ''Extension'' item on line F is used to record the telephone extension number for use with the ''Public Telephone Exchange Number'' in conjunction with the ''External or Non-Agency Office Address'' on line E.

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(3) Public Telephone Exchange Number (External Office)

[Redacted Box]

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W. OVERSEAS MAILING ADDRESS (U.S. Mailing Address If Different From Home Address)

(1) When recording an overseas mailing address for an individual assigned PCS overseas,

[Redacted Box]

or foreign address

acceptable to the Agency.

(2) The "'U.S. Mailing Address If Different From Home Address'" item is applicable only to personnel assigned to the headquarters area [Redacted Box] Enter the mailing address that is not the residence or domicile of the individual; for example, P.O. box in lieu of the number and street of

residence. Do not enter [Redacted Box] is under cover.

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X. NAME OF EMERGENCY DESIGNEE

The "'Name of Emergency Designee'" item on line G of Form 642 is used to record the name of the person to be

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notified in case of emergency. The designation is the responsibility of the individual and must be in conformance with HR

Emergency designee names are recorded FIRST-MIDDLE OR MIDDLE INITIAL-LAST.

y. RELATION

The ''Relation'' item on line G of Form 642 is used to record the relationship of the emergency designee to the individual.

Relationship is recorded by use of one of the 2-character codes listed below.

STANDARD RELATIONSHIP CODES

Attorney	AT
Aunt	AU
Brother	BR
Brother-In-Law	BL
Cousin (Female)	CF
Cousin (Male)	CM
Daughter	DA
Daughter-In-Law	DL
Executor	EX
Father	FA
Father-In-Law	FL
Former Husband	FH
Former Wife	FW
Foster Brother	FB

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Foster Sister	FS
Friend (Female)	FF
Friend (Male)	FM
Grandfather	GF
Grandmother	GM
Great Aunt	GA
Great Uncle	GU
Husband	HU
Minister	MI
Mother	MO
Mother-In-Law	ML
Neighbor	NB
Nephew	NE
Niece	NI
Physician	PH
Remarried Widow Survivor	RW
Sister	SI
Sister-In-Law	SL
Son	SO
Son-In-Law	SW
Spouse In Lieu of Husband	
or Wife	SP
Stepbrother	SB
Stepdaughter	SD
Stepfather	SF

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Stepmother	SM
Stepsister	SS
Stepson	SN
<del>Subject (Himself or Herself)</del>	<del>SU</del>
Supervisor	SV
Uncle	UN
Wife	WI

Delete

z. DESIGNEE'S YEAR OF BIRTH (Optional)

The ''Year of Birth'' item on line G of Form 642 is used to record the year of birth of the person named as emergency designee. The entry should consist of the last two numbers of the year of birth. For example, 1930 should be recorded as 30. If the employee elects not to provide the information, two dashes(--) should be noted.

aa. DESIGNEE WITTING OF AGENCY EMPLOY (Individual's)

The ''Designee Witting of Agency Employ'' item on line G of Form 642 is used to record one of the following one-digit codes:

1 - YES

2 - NO

This qualifying code is essential to the security and personnel officers handling an employee emergency involving contact with an emergency designee.

bb. NOTIFICATION RESTRICTION ON RECORD

The ''Notification Restriction on Record '' item

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on line G of Form 642 is used to record the letters Y (YES) or N (NO). This qualification indicates whether there are limitations or restrictions on how to notify the emergency designee in case of illness, accident, death, or other emergency. Caution is required when notifying designees with special health problems, such as a heart condition, or who are known to be very emotional. When there are restrictions, they should be spelled out by the employee in a MEMORANDUM FOR THE RECORD: SUBJECT: Emergency Notification Restrictions, and forwarded to the Office of Personnel for filing in the employee's official personnel folder.

cc. DESIGNEE HOME TELEPHONE NUMBER

The '' Designee Home Telephone Number'' item on line G of Form 642 is used to record the home telephone number of the emergency designee.

Telephone numbers for the Washington metropolitan area will consist of the regular 7-digit number.

Examples:

435-4321

385-1234

Telephone numbers recorded for locations outside the Washington Metropolitan exchange area will consist of the area code and the number.  
/m/

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SECRET

Examples:

703/491-1234

215/202-9876

Unlisted numbers recorded in the Agency's CEMLOC system must be given the same protection provided by the telephone company, except that such numbers may be used for official contact purposes. Unlisted numbers will be suffixed with the code ''UL'' as follows:

938-9966 UL

515/123-4567 UL

dd. DESIGNEE BUSINESS TELEPHONE NUMBER

The '' Designee Business Telephone Number'' item on line G of Form 642 is used to record in no more than 18 characters the area code, number, and extension of the emergency designee's place of business. It should be the number associated with the location recorded in the ''Business Address'' section on line G.

Example:

703/478-7777 X432

ee. DESIGNEE'S HOME ADDRESS

The '' Designee's Home Address'' item on line H of Form 642 is used to record the designee's street number, /gn/ street name, city, state, and ZIP code. If the mailing address and the home address of an emergency designee are different, the home address is the required address.

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ff. DESIGNEE'S BUSINESS ADDRESS

The ''Designee's Business Address'' item on line I of Form 642 is used to record the name of the ~~designee's~~ employer and employer's address. If the full address is unknown, the name of the employer, city, and state will suffice. Up to 80 characters of information may be recorded in this section. Although use of this section is optional (except as noted below), it is definitely encouraged. When an emergency designee is employed by the Agency, enter CIA EMPLOYEE in the ''Designee's Business Address.'' (C)

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A	Social Security Number 333225555		Name MONDAY GEORGE L		Affiliation A10	Hqs Code 1	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point 999	Information Date 761218	Title Used W/Name DR	A
B	Office/Division OBO	Office Room Number RD14	Building HQS	Office Location Qualifier W	Limitation Category Number 1		SECRET (When Filled In)			Registry or Office Mailing Address BD50 HQS			B
C	Office Telephone Extension 4567		Black 2 1000	Red 1 1234	Red 2 3344	Green 1 8877	Gray 1	Gray 2	Home Telephone Number 366-1234		Apt No 22070		C
D	Home Address (Home Leave Address if Assigned Abroad) 12 FRANKLIN STREET HERNDON VA												D
E	External or Non-Agency Office Address (See HHB 20-7)												E
F	External or Non-Agency Office Telephone Numbers		IDC Code	Extension	Public Telephone Exchange Number	Overseas Mailing Address (U.S. mailing address if different from home address)							F
G	Name of Emergency Designee MILDRED MONDAY		Relation W	Year of Birth 39	Designee Writing of Agency Employ. 1-Yes 2-No	Notification Restriction on Record 1	Designee Home Telephone Number N 366-1234		Designee Business Telephone Number 366-1000		Extension 25		G
H	Designee's Home Address 12 FRANKLIN STREET HERNDON VA												H
I	Designee's Business Address C&P TELEPHONE CO 8000 MAIN STREET HERNDON VA												I
<p style="text-align: center;">DO NOT EDIT, ERASE OR WRITE-IN INFORMATION IN THE SPACE ABOVE</p> <p style="text-align: center;">See HHB 20-7</p> <p style="text-align: center;">TO REPORT CHANGES &amp; ADDITIONS, USE ONLY ITEMS BELOW. LEAVE UNCHANGED ITEMS BLANK</p>													
A	Social Security Number		Name		Affiliation	Hqs Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used W/Name	A
B	Office/Division	Office Room Number	Building	Office Location Qualifier	Limitation Category Number		SECRET			Registry or Office Mailing Address			B
C	Office Telephone Extensions		Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2	Home Telephone Number		C	
D	Home Address (Home Leave Address if Assigned Abroad)												D
E	External or Non-Agency Office Address (See HHB 20-7)												E
F	External or Non-Agency Office Telephone Numbers		IDC Code	Extension	Public Telephone	Overseas Mailing Address (U.S. mailing address if different from home address)							F
G	Name of Emergency Designee		Relation	Year of Birth	Designee Writing of Agency Employ. 1-Yes 2-No	Notification Restriction on Record	Designee Home Telephone Number		Designee Business Telephone Number		Extension		G
H	Designee's Home Address												H
I	Designee's Business Address												I
REMARKS													
<p style="text-align: center;">SAMPLE FORMAT</p> <p style="text-align: center;">Headquarters Area Assignee</p> <p style="text-align: center;">Fig. 1</p>													
<p style="text-align: center;">SECRET</p> <p style="text-align: center;">E 2 IMPDET</p> <p style="text-align: center;">CL BY 007822</p>													
<p style="text-align: center;">Form 642</p> <p style="text-align: center;">1-78</p> <p style="text-align: center;">USE PREVIOUS EDITIONS</p>													
CENTRAL EMERGENCY & LOCATOR RECORD													

PERSONNEL

S-E-C-R-E-T

25X1A

IIB

fig. 1

25X1

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25X1A

HHB

Fig. 2

S-E-C-R-E-T

PERSONNEL

A	Social Security Number		Name		Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used w/Name	A
B	333224444		JOVIAL RICHARD T		A10	2				099	760909	MR	B
C	Office/Division	Office Room Number	Building	Office Location Qualifier			Limitation Category Number			SECRET (When Filled In)	Registry or Office Mailing Address		C
D	PERS	211	MAGAZINE	C			1				211 MAGAZINE		D
E	Office Telephone Extensions	Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2			Home Telephone Number		E
F		2696				3166					312/222-1234 UL		F
G	Home Address (Home Leave Address if Assigned Abroad)												G
H	19234 DEARBORN PARKWAY NORTH CHICAGO IL												H
I	410 MICHIGAN AVENUE SOUTH - RM 840 CHICAGO IL												I
J	FOR OFFICES UNDER COVER, LIST ONLY CITY & STATE .SEE PAR. 5H												J
K	External or Non-Agency Office Telephone Numbers	IOS Code	Extension	Public Telephone Exchange Number	Business Mailing Address (U S mailing address if different from home address)								K
L				312/244-9876									L
M	Name of Emergency Designee												M
N	ALICE R JOVIAL												N
O	Designee's Home Address												O
P	19234 DEARBORN PARKWAY NORTH - APT 920 CHICAGO IL												P
Q	Designee's Business Address												Q
R	CHICAGO UGF HEADQUARTERS 1000 MADISON STREET CHICAGO IL												R
S	DO NOT EDIT, ERASE OR WRITE-IN INFORMATION IN THE SPACE ABOVE See HHB 20-7 TO REPORT CHANGES & ADDITIONS, USE ONLY ITEMS BELOW. LEAVE UNCHANGED ITEMS BLANK												S
T	SAMPLE FORMAT												T
U	Assignee												U
V	Fig. 2												V
W	REMARKS												W
X	SECRET E 2 IMPDET CL BY 007622 Form 642 1-76 USE PREVIOUS EDITIONS CENTRAL EMERGENCY & LOCATOR RECORD												X

Figure 2

25X1A

Revalidated:

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Revalidated:

PERSONNEL

S-E-C-R-E-T

25X1A

HHB

fig. 3

A	Social Security Number 123456789		Name EXCELLO JOSHUA X		Affiliation A10	Max. Code 3	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point 888	Information Date '760419	Title Used w/Name MR	A	
B	Office/Division FOD	Office Room Number 8R56	Building HQS	Office Location Qualifier C		Limitation Category Number 0	SECRET (When Filled In)			Registry or Office Mailing Address 8R99 HQS				B
C	Office Telephone Extensions 4321		Black 1 8877	Black 2 1999	Red 1 9876	Green 1 3456	Gray 1 8888	Gray 2	Home Telephone Number N.A.				C	
D	Home Address (Home Leave Address if Assigned Abroad) 2010 CHERRY CIRCLE SW VIENNA VA 22180												D	
E	External or Non-Agency Office Address (See HHB 20-7)												E	
F	External or Non-Agency Office Telephone Numbers		IDC Code	Extension	Public Telephone Exchange Number	Overseas Mailing Address (U.S. mailing address if different from home address) 2788TH AHB APO NEW YORK 98765							F	
G	Name of Emergency Designee FRANK EXCELLO SR		Relation FA	Year of Birth 12	Designee Writing of Agency Employ 1-Yes 2-No	Notification Restriction on Record 1	Designee Home Telephone Number 703/987-2266	Designee Business Telephone Number 703/677-1000	Extension				G	
H	Designee's Home Address 100 APPALACHIAN AVENUE HARRISONBURG VA												H	
I	Designee's Business Address EXCELLO HARDWARE COMPANY 12 MAIN STREET HARRISONBURG VA												I	
<p style="text-align: center;">DO NOT EDIT, ERASE OR WRITE-IN INFORMATION IN THE SPACE ABOVE</p> <p style="text-align: center;">See HHB 20-7</p> <p style="text-align: center;">TO REPORT CHANGES &amp; ADDITIONS, USE ONLY ITEMS BELOW. LEAVE UNCHANGED ITEMS BLANK</p>														
A	Social Security Number		Name		Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used w/Name	A	
B	Office/Division	Office Room Number	Building	Office Location Qualifier		Limitation Category Number	Registry or Office Mailing Address							B
C	Office Telephone Extensions		Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2	Home Telephone Number				C
D	Home Address (Home Leave Address if Assigned Abroad)												D	
E	External or Non-Agency Office Address (See HHB 20-7)												E	
F	External or Non-Agency Office Telephone Numbers		IDC Code	Extension	Public Telephone	Designee's Home Address							F	
G	Name of Emergency Designee		Relation	Year of Birth	Designee Writing of Agency Employ 1-Yes 2-No	Notification Restriction on Record	Designee Home Telephone Number	Designee Business Telephone Number	Extension				G	
H	Designee's Home Address												H	
I	Designee's Business Address												I	
REMARKS														
<p style="text-align: center;">SECRET</p> <p style="text-align: center;">E 2 IMPDET CL BY 007622</p> <p style="text-align: center;">Form 642 1-76</p> <p style="text-align: center;">USE PREVIOUS EDITIONS</p> <p style="text-align: right;">CENTRAL EMERGENCY &amp; LOCATOR RECORD</p>														

Fig. 3

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25X1A

fig. 4

S-E-C-R-E-T

PERSONNEL

A	Social Security Number		Name		Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used w/Name	A
	760123456		MASSILVITA JANE M		A10	1	DAGA			999	'760316	MISS	
B	Office/Division	Office Room Number	Building	Office Location Qualifier			Limitation Category Number	SECRET (When Filled In)		Registry or Office Mailing Address			B
	FAD	6K44	HQS	C			1			6K50 HQS			
C	Office Telephone Extensions		Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2	Home Telephone Number			C
	6868		6969	1000	9000	3456	8765	8444		938-1122			
D	Home Address (Home Leave Address if Assigned Abroad)												D
	4500 BLAKELY TERRACE VIENNA VA Apt. No. 204 ZIP Code 22180												
E	External or Non-Agency Office Address (See HHB 20-7)												E
	NATIONAL SECURITY COUNCIL EXECUTIVE OFFICE BUILDING WASHINGTON DC												
F	External or Non-Agency Office Telephone Numbers		IDS Code	Extension	Public Telephone Exchange Number		Quartermaster Mailing Address (If S mailing address is different from home address)						F
	103		9877	39523000									
G	Name of Emergency Designee		Religion	Year of Birth	Designee Writing of Agency Employ 1-Yes 2-No		Notification Restriction on Record	Designee Home Telephone Number		Designee Business Telephone Number		Extension	G
	ANITA MASSILVITA		MO	37	1		N	312/456-4657					
H	Designee's Home Address												H
	39456 LAKESIDE AVE CHICAGO IL												
I	Designee's Business Address												I
<p style="text-align: center;">DO NOT EDIT, ERASE OR WRITE-IN INFORMATION IN THE SPACE ABOVE</p> <p style="text-align: center;">See HHB 20-7</p> <p style="text-align: center;">TO REPORT CHANGES &amp; ADDITIONS, USE ONLY ITEMS BELOW. LEAVE UNCHANGED ITEMS BLANK</p>													
A	Social Security Number		Name		Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used w/Name	A
B	Office/Division	Office Room Number	Building	Office Location Qualifier			Limitation Category Number			Registry or Office Mailing Address			B
C	Office Telephone Extensions		Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2	Home Telephone Number			C
D	Home Address (Home Leave Address if Assigned Abroad)												D
E	External or Non-Agency Office Address (See HHB 20-7)												E
F	External or Non-Agency Office Telephone Numbers		IDS Code	Extension	Public Telephone Exchange		different from home address						F
G	Name of Emergency Designee		Religion	Year of Birth	Designee Writing of Agency Employ 1-Yes 2-No		Notification Restriction on Record	Designee Home Telephone Number		Designee Business Telephone Number		Extension	G
H	Designee's Home Address												H
I	Designee's Business Address												I
<p style="text-align: center;">SAMPLE FORMAT</p> <p style="text-align: center;">Detail to Another Government Agency</p> <p style="text-align: center;">Fig. 4</p>													
REMARKS													
<p style="text-align: center;">SECRET E 2 IMPDET CL BY 007822</p> <p style="text-align: center;">Form 642 1-76 USE PREVIOUS EDITIONS</p> <p style="text-align: center;">CENTRAL EMERGENCY &amp; LOCATOR RECORD</p>													

Figure 4

Revalidated:

Revaliated:

A	Social Security Number	Name		Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used W/Name	A	
	990456789	MAELSTROM MAL X		B11	2				999	760616			
B	Office/Division	Office Room Number	Building	Office Location Qualifier		Limitation Category Number			SECRET (When Filled In)	Registry or Office Mailing Address		B	
	FAX	8D49	HQS	C		X				8D30 HQS			
C	Office Telephone Extensions	Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2		Home Telephone Number		C	
		4567	7654	9999	1111	3000	8765						
D	Home Address (Home Leave Address if Assigned Abroad)											D	
E	External or Non-Agency Office Address (See HMB 20-7)											E	
F	External or Non-Agency Office Telephone Numbers	IOS Code	Extension	Public Telephone Exchange Number	Overseas Mailing Address (U.S. mailing address if different from home address)								F
G	Name of Emergency Designee	Relation	Year of Birth	Designee Willing to Agency Employ 1-Yes 2-No	Notification Restriction on Record	Designee Home Telephone Number		Designee Business Telephone Number		Extension		G	
H	Designee's Home Address											H	
I	Designee's Business Address											I	
<p>DO NOT EDIT, ERASE OR WRITE-IN INFORMATION IN THE SPACE ABOVE</p> <p>See HMB 20-7</p> <p>TO REPORT CHANGES &amp; ADDITIONS, USE ONLY ITEMS BELOW, LEAVE UNCHANGED ITEMS BLANK</p>													
A	Social Security Number	Name		Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used W/Name	A	
B	Office/Division	Office Room Number	Building	Office Location Qualifier		Limitation Category Number				Registry or Office Mailing Address		B	
C	Office Telephone Extensions	Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2		Home Telephone Number		C	
D	Home Address (Home Leave Address if Assigned Abroad)											D	
E	External or Non-Agency Office Address (See HMB 20-7)											E	
F	External or Non-Agency Office Telephone Numbers	IOS Code	Extension	Public Telephone Exchange Number	Overseas Mailing Address (U.S. mailing address if different from home address)								F
G	Name of Emergency Designee	Relation	Year of Birth	Designee Willing to Agency Employ 1-Yes 2-No	Notification Restriction on Record	Designee Home Telephone Number		Designee Business Telephone Number		Extension		G	
H	Designee's Home Address											H	
I	Designee's Business Address											I	
<p><b>SAMPLE FORMAT</b></p> <p><b>Pseudonym</b></p> <p><b>Name-of-Record</b></p> <p><b>Fig. 5</b></p>													
REMARKS													
<p>SECRET E 2 IMPDET CL BY 007622</p> <p>Form 642 1-76</p> <p>USE PREVIOUS EDITIONS</p> <p>CENTRAL EMERGENCY &amp; LOCATOR RECORD</p>													

PERSONNEL

S-E-C-R-E-T

25X1A

HMB

fig. 5

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25X1A

HHS

fig. 6

S-E-C-R-E-T

PERSONNEL

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Figure 6

Revalidated:

SEE PAR. 5A OF THIS HANDBOOK FOR ALIAS SSN REQUIREMENTS

FOR MACHINE USE

AFFILIATION CODES:  
X10 = EMPLOYEE ALIAS  
X20 = NON-PERSON ALIAS

NOTE "ALIA" IN SPCL REF 1  
HQS CODE MUST = 1  
LIMITATION CATEGORY MUST = 1

EDIT, ERASE OR WRITE-IN INFORMATION IN THE SPACE ABOVE

See HHS 20-7

REPORT CHANGES & ADDITIONS, USE ONLY LINES BELOW. LEAVE UNCHANGED ITEMS BLANK

COMPLETE LINES B & C TO SHOW CONTROL POINT TO WHICH CALLS WILL BE REFERRED (BACKSTOP)

GUIDE FORMAT

Alias Record

Fig. 6

REMARKS

SECRET E 2 IMPDET CL BY 007822

Form 642 1-76

USE PREVIOUS EDITIONS

CENTRAL EMERGENCY & LOCATOR RECORD

A	Social Security Number		Name		Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used W/Name	A	
B	Office/Division	Office Room Number	Building	Office Location Qualifier	Justifier	Limitation Category Number	SECRET (When Filled In)			Registry or Office Mailing Address				B
C	Office Telephone Extensions	Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2	Home Telephone Number			C		
D	Home Address (Home Leave Address if Assigned Abroad)												D	
E	External or Non-Agency Office Address (See HHS 20-7)												E	
F	External or Non-Agency Office Telephone Numbers	IDS Code	Public Telephone Exchange Number	Overseas Mailing Address									F	
G	Name of Emergency Designee	Relation	Year of Birth	Designee Writing of Agency Employ. 1-Yes 2-No	Business Telephone Number			Extension					G	
H	Designee's Home Address												H	
I	Designee's Business Address												I	
A	Social Security Number	Name			Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used W/Name	A	
B	Office/Division	Office Room Number	Building	Office Location Qualifier	Justifier	Limitation Category Number	SECRET (When Filled In)			Registry or Office Mailing Address				B
C	Office Telephone Extensions	Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2	Home Telephone Number			C		
D	Home Address (Home Leave Address if Assigned Abroad)												D	
E	External or Non-Agency Office Address (See HHS 20-7)												E	
F	External or Non-Agency Office Telephone Numbers	IDS Code	Extension	Public Telephone Exchange Number									F	
G	Name of Emergency Designee	Relation	Year of Birth	Designee Writing of Agency Employ. 1-Yes 2-No	Business Telephone Number			Extension					G	
H	Designee's Home Address												H	
I	Designee's Business Address												I	
<p>910654321 SMITH JONAS Q X10 1 ALIA 001 760714 MR</p> <p>ADD 8845 HQS C 8850 HQS</p> <p>4444 5555 1111 9999 3456 8765 N.A.</p> <p>ALIAS - REMAINDER OF RECORD NOT APPLICABLE</p> <p>00000</p>														

Revalidated:

PERSONNEL

A	Social Security Number	Name			Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used W/Name	A	
	23456788	TRAFALGAR ELIZABETH			A10	1				999	761018	MS		
B	Office/Division	Office Room Number	Building	Office Location Qualifier			Limitation Category Number			SECRET (When Filled In)	Registry or Office Mailing Address		B	
	ASD	1M10	HQS	W			1				1M55 HQS			
C	Office Telephone Extensions	Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Gray 2			Home Telephone Number		C	
		7799	7788	1234	1500	3211	8009				750-4567 UL			
D	Home Address (Home Leave Address if Assigned Abroad)												D	
	20567 MOSEBY AVENUE FALLS CHURCH VA													
E	External or Non-Agency Office Address (See HHB 20-7)												E	
F	External or Non-Agency Office Telephone Numbers	IDS Code	Extension	Public Telephone Exchange Number	Overseas Mailing Address (U S mailing address if different from home address)								F	
G	Name of Emergency Designee	Relation	Year of Birth	Designee Writing of Agency Employ 1-Yes 2-No	Notification Restriction on Record	Designee Home Telephone Number	Designee Business Telephone Number		Extension				G	
	MELODY TRAFALGAR	SI	45	1	N	703/222-1234	703/222-5678		5					
H	Designee's Home Address												H	
	203 MOUNTAIN VIEW ST LURAY VA													
I	Designee's Business Address												I	
	CHIEF GUIDE'S OFFICE LURAY CAVERNS LURAY VA													
<p>NOTE CODE "EXTG" IN SPCL REF 1</p> <p>CHANGE LINE B &amp; C TO REFLECT ADMINISTRATIVE POINT RESPONSIBLE FOR PERSON OF RECORD</p> <p>See HHB 20-7</p> <p>CHANGES &amp; ADDITIONS, USE ONLY BELOW. LEAVE UNCHANGED ITEMS BLANK</p>														
A	Social	Affiliation	Hqs. Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used W/Name	A				
				EXTG										
B	Office/Division	Office Room Number	Building	Office Location Qualifier		Limitation Category Number	Registry or Office Mailing Address		B					
		1M17	HQS	C										
C	Office Telephone Extensions	Black 1	Black 2	Red 1	Red 2	Green 1	Gray 1	Home Telephone Number		C				
		7654	7456	1100		3456	8010							
D	Home Address (Home Leave Address if Assigned Abroad)												D	
E	External or Non-Agency Office Address (See HHB 20-7)												E	
	ASIAN STUDIES SCHOOL YALE UNIVERSITY 206 ELM ST NEW HAVEN CT 06520													
F	External or Non-Agency Office Telephone Numbers	IDS Code	Extension	Public Telephone Exchange Number	Overseas Mailing Address (U S mailing address if different from home address)								F	
				203/755-1212										
G	Name of Emergency Designee	Relation	Year of Birth	Designee Writing of Agency Employ 1-Yes 2-No	Designee Business Telephone Number		Extension							G
H	Designee's Home Address												H	
I	Designee's Business Address												I	
REMARKS														

**GUIDE FORMAT**  
**Extended External Training**  
**Fig. 7**

**CENTRAL EMERGENCY & LOCATOR RECORD**

**REVISIONS**

**FILL IN LINES E & F TO SHOW EXTERNAL TRAINING LOCATION & TELEPHONE**

S-E-C-R-E-T

25X1A

fig 7



25X1

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A	Social Security Number 123456789		Name SMITH MARY LOU		Affiliation A10	Max Code 1	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point 999	Information Date 760213	Title Used w/Name MRS	A
B	Office/Division ABC	Office Room Number 123	Building WEST	Office Location Qualifier W	Limitation Category Number 1	SECRET (When Filled In)		Registry or Office Mailing Address 150 WEST					B
C	Office Telephone Extensions Black 1: 7799, Black 2: 7788		Red 1	Red 2	Green 1: 3456	Gray 1: 8000	Gray 2	Home Telephone Number 938-0000					C
D	Home Address (Home Leave Address if Assigned Abroad) 17000 PROPOLLEE DRIVE VIENNA VA												D
E	External or Non-Agency Office Address (See HMB 20-7)												E
F	External or Non-Agency Office Telephone Numbers	IOS Code	Extension	Public Telephone Exchange Number	(U.S. mailing address if different from home address)								F
G	Name of Emergency Designee JASON AREN SMITH												G
H	Designee's Home Address 17000 PROPOLLEE DRIVE VIENNA VA												H
I	Designee's Business Address CIA EMPLOYEE												I
A	<div style="display: flex; justify-content: space-between;"> <div>DO NOT EDIT INFORMATION IN THE SPACE AB</div> <div>See HMB 20-7</div> <div>CHANGE OFFICE LOCATOR ITEMS TO REFLECT ADMIN CONTROL POINT RESPONSIBLE FOR PERSON OF RECORD</div> <div>CHANGE OFFICE LOCATION QUALIFIER TO "C"</div> <div>CHANGE CATEGORY TO 5</div> </div>												A
B	Social Security Number		Name		Affiliation	Max Code	SPCL REF 1	SPCL REF 2	SPCL REF 3	Control Point	Information Date	Title Used w/Name	B
C	Office/Division	Office Room Number	Building	Office Location Qualifier	Limitation Category Number	LWOP 0/5		Registry or Office Mailing Address 5J55 HQS					C
D	Office Telephone Extensions Black 1: 5566, Black 2: 6655		Red 1: 1234	Red 2	Green 1: 3333	Gray 1: 8800	Gray 2	Home Telephone Number N.A.					D
E	Home Address (Home Leave Address if Assigned Abroad)												E
F	External or Non-Agency Office Address (See HMB 20-7)												F
G	Name of Emergency Designee MARY L DUSSON												G
H	Designee's Home Address 111 MILL STREET SEABORD NJ												H
I	Designee's Business Address NEW JERSEY TELEPHONE COMPANY 44 BROAD STREET SEABOARD NJ												I
REMARKS													I

**GUIDE FORMAT**

**LWOP Overseas to Accompany Spouse**

**Fig. 8**

CENTRAL EMERGENCY & LOCATOR RECORD

25X1A

fig. 8

S-E-C-R-E-T

PERSONNEL

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S-E-C-R-E-T

Figure 9

25X1

PERSONNEL

# S-E-C-R-E-T

25X1A

8-1152

9.75